



# REQUEST FOR PROPOSAL (RFP)

## GRANT ACCOUNTING EXECUTIVE

Yellowstone Teton Territory, Inc. (YTT) is a non-profit organization; incorporated in the State of Idaho, for the primary purpose of marketing the six counties of Eastern Idaho; Bonneville, Clark, Fremont, Jefferson, Madison, and Teton as a premier travel destination.

YTT is seeking a highly qualified professional to serve as a **Grant Accounting Executive**. This is a contract position primarily focused on managing all financial aspects of our organization and grants, while progressively implementing organizational systems that improve efficiency across our operations. Beyond accounting, we need someone who can bring structure and efficiency to our operations, helping our team work smarter and more effectively.

**Contract Value:** \$65,000 - \$75,000 annually (based on experience)

**Contract Type:** 1099 Independent Contractor **Duration:** 12 months with option to extend

**PRIMARY RESPONSIBILITY:** *Grant Accounting & Financial Management. This is the most critical function and will remain the top priority throughout the contract.*

**The contractor will:**

- Master all grant financial requirements and serve as organizational expert
- Process and submit all invoices accurately and on time to the state
- Maintain meticulous, audit-ready financial documentation
- Track all expenditure against approved budgets with real-time visibility
- Verify all submissions meet grant eligibility requirements
- Prepare all required financial reports for state submission
- Reconcile all grant accounts monthly with precision
- Monitor spending patterns and proactively flag potential issues
- Serve as primary point of contact for grant financial questions
- Ensure zero compliance issues through systematic controls

### REQUIRED QUALIFICATIONS

#### Minimum Requirements

- 3+ years of accounting or bookkeeping experience
- Exceptional attention to detail and accuracy
- Proven ability to learn complex requirements quickly
- Advanced proficiency with Excel/Google Sheets and accounting software (QuickBooks, Xero, or similar)
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Self-directed work style with ability to work independently
- Ability to work full-time (40 hours/week) for 12-month duration
- Potential for annual renewals

**Work Schedule:** Full-time (40 hours/week) **Work Location:** Rexburg Idaho

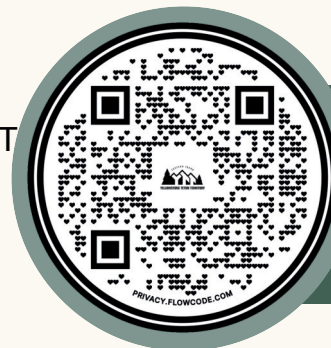
**Issue Date:** October 27, 2025 **Closing Date:** November 10, 2025, 5:00 PM MST

Late submissions will not be accepted.

**Location:** Eastern Idaho (Rexburg or Idaho Falls Area)

**Submission Instructions:** Proposals must be submitted electronically to:

Donna Nims, [dnims@postregister.com](mailto:dnims@postregister.com)



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